



First Monday Trade Days Policy and Procedure Guidelines

Updated Version – October 1, 2012

Definitions

- Reserve Vendor – reserves spaces and makes payments upon reservation in order to sell general merchandise or non-inspected food at market.
- Walk-In Vendor- rents a space on a daily basis during the event weekend in order to sell general merchandise or non-inspected food at market.
- General Vendor – sells general merchandise, but no food or drinks of any kind.
- Non-Inspected Food Vendor – sells sealed, prepackaged food items, but no sampling allowed.
- Inspected Food Vendor – sells inspected food items prepared on site during the market event.
- Livestock Vendor – sells livestock which may include Burros, Cattle, Chickens, Donkeys, Ducks, Emus, Fowl, Goats, Guineaes, Horses, Mules, Ostriches, Rabbits, Sheep, Yaks, Exotic Birds, certain species of fish, certain species of reptiles, but is not inclusive of aforementioned list.
- Utility Service – Electric service is available for any vendor that wishes to pay for the service at \$10.00 per day, per plug. Water service is accessible in certain areas within the sale lots.
- Absentee of a Vendor Space - a reserve vendor will be allowed to absentee two times per fiscal year (October – September), NLT than (5) working days prior to the event for a \$10.00 fee per space.

General Vendor Requirements

- Fill out reservation form and return to reservation office with a copy of Texas Sales Tax ID Certificate.
- Payment is immediately required upon reservation.

Non-Inspected Food Vendor Requirements

- All food items must be pre-packaged, sealed, labeled with ingredients as commercially sealed food products or proof of processing in a certified commercial kitchen filed with the City of Weatherford Health Inspector
- No sampling of products will be allowed at this market.
- Fill out reservation form and return to reservation office with a copy of Texas Sales Tax ID Certificate.
- Payment is immediately required upon reservation.

Inspected Food Vendor Requirements

- For requirements to set up as an inspected food vendor, any potential inspected food vendors will need to contact the First Monday Coordinator, Karen King, kking@weatherfortx.gov or 817-598-4351.
- All mobile food units must pass inspection from the City of Weatherford Health Inspector, Angel Smith, asmith@weatherfortx.gov or 817-598-4149 and have a current food preparation permit filed with the City of Weatherford Consumer Health Department and any other state health requirements deemed necessary by the Consumer Health Department.
- All food items must be prepared on-site or in a commercial kitchen and served directly to the public with no sampling of food is permitted.
- Inspected Food Vendors must:
 - Fill out reservation form and return to reservation office with a copy of Texas Sales Tax ID Certificate and a copy of current \$1 million dollar liability insurance
 - Provide 5 LB ABC Fire Extinguisher
 - Provide Class K Amber Guard Fire Extinguisher when grease present in food preparation
- Payments are immediately required upon reservation.

Livestock Vendor Requirements

- Livestock Vendor Guidelines are listed separately.
- Fill out reservation form and return to reservation office.
 - List all items to be sold at market with description.
 - No wild animals are to be sold at market. Wild animals are defined as any species of animals that commonly exist in a natural, unconfined space and are usually not domesticated which is applicable regardless of state or duration of captivity.
 - No swine sales are allowed at this market to include pot belly pigs.
 - The Parker County and Weatherford Animal Shelter are allowed to have dog and cat adoptions on site.

General Information

Reservations Deadlines

- Returning Vendors have **ONE WEEK AFTER** the last event to make reservations.
- New Vendors are able to make reservations starting the **SECOND MONDAY** after event weekend.
- All Reservations must be made by the Friday **BEFORE** the event week.

Payment Procedures

- **Immediate Payment is required upon reservation.**

- Credit or Debit Card - Visa, Master Card, or Discover are accepted over the phone, 817-598-4351 or in First Monday Reservation Office located at 119 Palo Pinto Street, between 8AM – 5PM, Monday - Friday
- Checks mailed to First Monday, P O Box 255, Weatherford, TX 76086, payable to First Monday. The City of Weatherford is not responsible for any lost payments made by mail.
- All required documents must be current and filed with Reservation Office at time of payment.
- Checks or cash are the only form of payments accepted at Grounds Office during market.
- No refunds will be given due to adverse weather conditions.
- **Rental Fees**
 - Reserved Space - \$30 per space, weekend rate
 - Walk-in Space - \$15 per space, per day
 - Inspected Food Vendor - \$90 per food space including electric and water, per month
 - Non-Inspected Food Vendor - \$45 per space
 - Livestock Vendor - \$10 per space, per day
- **Reservation Form**
 - Complete reservation form and return to reservation Office located at 119 Palo Pinto, Weatherford, TX 76086.
 - A reservation form can be sent to any potential reserved vendor by contacting (817) 598-4351, Karen King, kking@weatherfordtx.gov
 - Payment is immediately required upon reservation.
- **Texas Sales Tax Permit – issued by the State of Texas Comptroller’s office to monitor total taxable sales.**
 - All Vendors must have a current Texas Sales Tax ID Certificate issued by the State of Texas Comptroller’s Office. Please call (800) 252-5555 for more information.
 - According to the Sales Taxes for Flea Markets (Feb 2004), “if the flea market does not have a centralized cash register or checkout, vendors are responsible for reporting their own total sales or taxable sales. The market’s promoter must make certain that each vendor has an active sales tax permit, since the promoter may be held liable for taxes on sales made by vendors without a valid permit.” Operating without a sales tax permit is a crime punishable by a fine of up to \$500 a day.
 - Each vendor is required to provide a copy of a Texas Sales Tax ID Certificate which should be attached to the reservation form and sent to the First Monday Coordinator in order to meet State Comptroller’s requirements.

- **Vehicles - any motorized means of transportation**
 - Vehicle loading or unloading should take place before or after business hours.
 - Vendor vehicles should not block any streets or entries into the lots.
 - No vehicular traffic inside the Middle Lot after 9:00am or before 4:00pm without staff escort.
 - One free Vendor Vehicle Parking Pass for an assigned parking spot in a remote parking area will be available to all vendor vehicles.
 - One free Vendor Vehicle Parking Pass will be issued each month for the purpose of identifying vendor vehicles. Each pass shall be displayed and visible at all times within each vehicle during the market.
 - Contact the First Monday Grounds Office staff to pick up a vehicle pass at Event Office on grounds.
 - Illegally parked vehicles will be towed and or ticketed at the owner's expense.
 - **Pets - domesticated animals usually within a family unit or household**
 - All pet waste should be picked up by the owner. A citation may be issued for non-compliance.
 - Pets must on a leash at all times and owners are responsible for the behavior of their pets
 - **Prohibited item - items that may NOT be sold at First Monday Trade Days** - An excerpt from the Texas Penal Code is available at the First Monday Grounds Office during market which includes, but not limited to:
 - Ammunition or Explosive Devices
 - Alcohol or Tobacco Products
 - Drugs or Drug Paraphernalia
 - Pornography
 - Illegal Knives or Weapons (determined by local law enforcement officers)
 - **Trash – discarded items no longer wanted**
 - Final pick up of all trash will be between the hours of 5PM – 6PM on Sunday evening.
 - All vendors are responsible to bag trash, break down boxes and place trash in or around receptacles before final pick up.
 - **Vendor Information - communication for persons that wish to sell items at the First Monday event.**
 - A special event each month, regardless of the weather.
 - Vendors must be set up and ready for business 30 minutes prior to posting
- Business Hours**
9:00 am – 4:00pm Daily (Friday, Saturday, and Sunday)
Longer hours are encouraged
- Spaces are rented on a monthly basis. Subleasing of spaces is not allowed.

- Space size is approximately 12' X 20' with electric available within 100 feet of rental spaces.
- Clearly display the Texas Sales Tax ID Certificate.
- Bring money change for sales. Change is not available from the Grounds Office. ATMs are located within three blocks from the grounds at local businesses.
- Maintain space in a manner that protects the safety of the public and local environment.
- Provide own tables, chairs, canopies, displays, extension cords, water hoses.
 - Stay within the confines of assigned space.
 - No Electrical Bar Strips Allowed.
- Secure product in assigned spaces during market weekend. No security is provided.
- Assigned spaces are considered “selling” spaces, not “parking” spaces.
- Personal guns may be sold provided a trigger lock is in place and ammunition clips are removed.
 - Event Office can provide trigger lock mechanism for vendors
- May overnight within the confines of assigned space; **however**,
 - Campfires, open flames, alcohol consumption or illegal activity is prohibited.
- Any person or group wishing to sell merchandise, collect money for charities, or dispense information whether written or otherwise must rent a space or spaces.
- Walking or standing outside assigned spaces to solicit money, sell items or pass out information is prohibited.
- All merchandise or vendor items shall be removed from the FMTD grounds no later than noon, Monday after First Monday weekend event,
 - Any merchandise or items is remaining after that time, items may be locked up and subject to a \$25.00 per day administrative fee for storage.
- Report any suspicious or illegal activity to the First Monday Staff or Police immediately.
- **Liability Issues – accountability and legal responsibilities**
 - City of Weatherford is NOT responsible or liable:
 - For any loss or theft of any property or merchandise, quality of merchandise bought or sold and/or any injury from any incident that occurs on the First Monday Grounds.
 - Anyone found to be in violation of any policies contained therein or any imposed by the City of Weatherford and or State of Texas will be asked to leave the First Monday Trade Days Event immediately without warning



**City of Weatherford
First Monday Trade Days
Policy and Procedure Guidelines Acknowledgement**

- I have received, read, understand and intend to follow the Weatherford First Monday Trade Days Policy and Procedure Guidelines. I understand that if I do not follow these guidelines, I will jeopardize my lot space(s) and any benefits of sales. I understand that any failure to comply with these policies and procedures may result in removal from the premises without refund along with the loss of rented space by management discretion.
- Management reserves the right to reject any requests for reservations, monitor merchandise and displays, and decline renewal to any vendor.
- The City of Weatherford reserves the right to update the Weatherford First Monday Trade Day Policy and Procedure Guidelines as necessary without prior notice to ensure the integrity and safety of the City at large to include City facilities, City employees, City property, the community, citizens, vendors, customers, and the general public.

Signature of Vendor

Printed Name of Vendor

Please return to:

Weatherford First Monday Trade Days

P O Box 255

Weatherford, TX 76086

Contact: FMTD Coordinator

kking@weatherfordtx.gov - email

(817) 598-4351 – Office

(817) 598-4354 – Fax

www.weatherfordparks.com – Official Website for First Monday Trade Days

The First Monday Trade Days Event Staff wishes to thank the vendors for assistance in providing an attractive, safe, and clean shopping environment.



**City of Weatherford
First Monday Trade Days
Reservation Form**

Date

Printed - Individual's Name

Printed - Business Name

Printed – Address, City, State, Zip Code

Printed – Best Contact Phone

Printed – Alternate Phone

State of Texas Sales Tax ID Number

Certificate Copy Provided?

List Merchandise to be sold: _____

Comments/Explanation: _____

Signature of Applicant

Email Address

FOR OFFICE USE ONLY:

Pending: _____ Approval: _____ Disapproval: _____

Any additional requirements needed: _____

Signature - First Monday Trade Days Coordinator

Date